



National Environmental Laboratory Accreditation Conference

Standards Style Manual

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Introduction

The guidelines and format presented in this document are to be used by Standard Development Organizations (SDOs) in preparing proposed new standards or proposed revised standards for the National Environmental Laboratory Accreditation Conference (NELAC).

1.0 Elements

1.1 Title page

Standard Development Organizations (SDOs) submitting proposed new or modified standards to National Environmental Laboratory Accreditation Conference (NELAC) shall include the following information on the title page of the standard:

- Standard title;
- Indication that it is a proposed new standard or proposed revision to existing standard;
- Date;
- Name and address of organization; and
- Name of organization's contact person with contact information.

1.2 Disclaimer

A disclaimer shall appear on the page following the title page and shall contain the following elements:

- The mention of trade names or commercial products does not constitute endorsement or recommendation for use by NELAC; and
- That the standard is proposed and has not been adopted by NELAC.

1.3 Table of Contents

A table of contents is required for all proposed new standards. A revised table of contents shall be included in all proposed revised standards. The table of contents shall cite the titles and page numbers of all first- and second-order headings and all tables and figures.

2.0 FORMAT

2.1 Page Numbering

2.1.1 Numbering front matter -- Number the front matter (i.e., everything preceding the body of the proposed standard) consecutively using lower-case Roman numerals. The numerals shall appear on the bottom of each page of the front matter, except for the title page. The cover page is unnumbered. The title page holds the place of page "i" but the numeral is not displayed.

- 2.1.2** Numbering body of proposed standard -- Number the body of the proposed standard consecutively with Arabic numerals in the header of each page, starting with the number 1 of n.

2.2 Proposed Standard Identification

- 2.2.1** The proposed standard introduction page(s) shall contain a header that identifies the proposed standard chapter number and revision number or appendix letter. The title page of the proposed standard shall start with the proposed standard chapter and title in the top center of the page. Do not put a header on the title page. Each subsequent page of the proposed standard shall contain a header that identifies the proposed standard chapter name, revision number followed by the word "proposed", date, and page number. The header on even numbered pages is placed on the upper left. The header on odd numbered pages is placed on the upper right of the page.

2.3 Date of Proposed Standard

The date of the proposed standard (month, day, and year) shall appear on the header of each page of the proposed standard.

2.4 Font

For text, use 10-point Arial font (typeface). For first-order headings, use a bold, 12-point Arial font, all upper case letters. For section numbering, use a bold, 12-point Arial font. For headers and footers use 9-point Arial font.

2.5 Margins

The left margin shall be 1.25 inches and right margin shall be one inch. The header shall be 0.5 inch from the top of the page, with the text starting 1.5 inches from the top of the page.

2.6 Justification

Use full justification for text.

2.7 Line Spacing

The proposed standard shall be single-spaced. (If preferred, 1.1 line spacing can be used to enhance readability.) One blank line shall appear between each paragraph and section.

2.8 Proposed Standard Sections

Figures and tables are allowed in proposed standard sections. If an adopted standard section is proposed for deletion, then the entire section shall be lined through.

2.9 Section Headings and Numbering

2.9.1 Use the modified decimal numbering system to organize material presented in the proposed standards. In this system, each proposed standard section and subsection is assigned a unique number that shows the relationship of a specific section/subsection to all previous sections/subsections and allows for easy reference. This numbering system is used in this document. The first order section number shall always be the chapter number.

2.9.2 Do not number beyond the fifth-order heading or section. If additional subdivisions are necessary, use (a), (b), (c), etc. to identify further divisions. Use of subdivisions below the fifth-order heading or section shall be avoided where possible by organizing the material differently.

2.10 Indentation

First through fifth-order headings shall appear flush left. Each additional subdivisions, such as (a), (b), etc. shall be block-indented to align with the text of the previous order heading.

2.11 Electronic Submission

Proposed standards shall be prepared and submitted to SRC in both paper and electronic formats.

2.11.1 Paper format proposed standards shall be produced in black type on white or off-white paper and printed or copied double-sided.

2.11.2 Electronic proposed standards shall be submitted in “.pdf” text format.

2.12 References

Use the following format for order, content, and punctuation when listing references. A long list of references shall be segregated into a dedicated appendix.

2.12.1 Books -- author's name or names (last and initials), title of book (underline, period, no quotation marks), name of publisher, address of publisher (city and state), year of publication, and page number, if applicable.

2.12.2 Magazines and Journals -- author's name or names (last and initials), "title of

paper" (quotation marks, comma), volume number, issue number (this may be omitted, if the journal page numbers are continuous throughout the volume), date of publications, and page numbers. Example: Jones, J. J., and Smith, R.R., "Correlation of Brinell Hardness and Tensile Strength", *Materials in Design Engineering*. Vol. 10, No. 2, February 1958, pp. 52-67.

2.12.3 Proceedings, Transactions, Reports, Bulletins, etc. -- author's name or names (initials and last), "title of paper" (in quotation marks), name of publication (underline, no quotation marks, comma), name of publisher, volume number, if any date of publication, and page numbers.

2.12.4 Symposium Volumes or Other Books Comprising Collections of Papers -- Follow style for books, above and add title of paper, in quotes, after author's name.

2.12.5 Patents -- patent number and date.

2.12.6 EPA standards -- Standard number and name, EPA report number, U.S. Environmental Protection Agency, laboratory and/or office, location and date.

3.0 CONVENTIONS

3.1 Capitalization, Italics, Underlining, and Boldface

3.1.1 Capitalization

3.1.1.1 For first-order headings (numbered 1.0, 2.0, 3.0, etc.), use initial capitalization of major words.

3.1.1.2 For second to fifth-order headings, capitalize each major word of the heading only.

3.1.2 Italics

3.1.2.1 Do not use italics, except for the names of biological organisms and equations.

3.1.3 Underlining

3.1.3.1 Used to indicate new language in a modified standard

3.1.3.2 Do not use underlining for emphasis.

3.1.4 Strikeout

3.1.4.1 Used to indicate language to be deleted from an existing standard.

3.1.5 Boldface

3.1.5.1 Boldface the following items:

- C the proposed standard number and title on the cover page, and title page;
- C Introduction headings;
- C first-order headings;
- C section numbering; and
- C the word "Note:" preceding text notes.

3.2 Punctuation

3.2.1 Always use a comma after the second to last entry in a series.

3.2.2 A dash may be used between a subheading and text that directly follows the subheading. There shall be no blank space before or after the dash, e.g., "Matrix Spikes—The laboratory shall spike..."

3.2.3 As a general rule, use a hyphen in compound modifiers to avoid ambiguity, e.g., 1-L flask. (In some cases, the hyphen can be left out without ambiguity, e.g., toxic chemical waste.) Do not use a hyphen after an adverb ending in "ly," e.g., commonly accepted practice.

3.2.4 Bullets are not to be used in the body of the proposed standard. If used in introductory material, the text following the bullet shall start with a capital letter. Short bullets do not require periods at the end; long (multiple-line) bullets do. Semicolons or commas shall not be used after bulleted text.

3.3 Footnotes

Use footnotes only in tables. Footnotes shall be designated with numbers or lower case letters in superscript, and shall appear below the body of the table.

3.4 Text notes

Notes may be used within the text to highlight important information regarding use of the proposed standard. Use a margin-to-margin line across the page both preceding and following the note to set it off from the text.

3.5 Equations

Equations shall be numbered Equation 1, Equation 2, etc., consecutively as they appear in the text. Use a margin-to-margin line across the page both preceding and following the equation to set it off from the text. Equations shall be presented in italics. The equation is followed by "where:" and a list of terms used in the equation (e.g., n = number of samples, x = concentration in each sample).

3.6 Tables and Figures

3.6.1 Number tables and figures consecutively with arabic numerals, and give each a title that is complete and descriptive.

3.6.2 In table column headings, specify the quantity being tabulated, followed by the units of measurement shown in parentheses. For example, "Amount spiked (Fg/L)".

3.6.3 Place table and figure titles above the information presented.

3.6.4 Figures may be enclosed in a box, if desired.

3.7 Trademarks

3.7.1 Avoid the use of trademarks or brand names whenever possible. For examples, use the term "borosilicate glass" rather than the trademarks Pyrex or Kimax; use "fluoropolymer" rather than Teflon.

3.7.2 When a trademark or brand name is used, capitalize it.

3.8 Text References

3.8.1 Text references are references to other locations within the proposed standard, not references to any outside source. Do not incorporate essential information into the proposed standard by referring to another proposed standard.

3.8.2 In the proposed standard text, refer to other sections of the proposed standard capitalizing the word "Section." Section references shall appear in parentheses at the end of the phrase or sentence to which the reference applies, for example, (Section 9.6).

3.9 Units, Symbols, Abbreviations, and Acronyms

3.9.1 Units and symbols from the international metric system (SI, from the French name, Le Systeme International d Unites) are to be used. SI is based on seven basic units that are dimensionally independent. The SI unit of time is the second (symbol = s), which shall be used if practical. The SI unit of volume is the cubic meter (symbol = m³), but the spectral name liter (symbol = L) can be used for liquids and gases. Although the SI unit for mass is kilogram (symbol = kg), the use of gram (g) with or without prefixes is appropriate.

3.9.2 Symbols, not abbreviations, shall be used for units. Symbols are not followed by a period except when used at the end of a sentence. Unit symbols are written in lower case except for the symbol for liter (L) or where the unit name was derived from a proper name, such as Pa, from Pascal. When a quantity is expressed as a numerical value and a unit symbol, a space shall be left between them, except between the number and symbol for degree Celsius (20EC) and for degree, minute, and second of plane angle.

3.9.3 Use commonly accepted abbreviations in tables as appropriate to conserve space.

3.9.4 Use commonly accepted acronyms and abbreviations in text and tables. An acronym is a word formed from the first or first few letters of other words; everything else is an abbreviation. In many cases, an acronym or abbreviation is more readily identifiable than its narrative counterpart. Always spell out the term the first time it is used and follow it with the acronym or abbreviation shown in parentheses, e.g., material safety data sheet (MSDS), relative percent difference (RPD), or United States Environmental Protection Agency (EPA). Acronyms and nearly all abbreviations have no periods or spaces between letters. As depicted in these examples, although the acronym or abbreviation is capitalized, the narrative version of it is not capitalized unless it is a proper name such as a government agency, society, or association. Once an acronym or abbreviation is introduced in this manner, use only the acronym or abbreviation subsequently.

3.9.5 When a long word or phrase for which there is no standard acronym or abbreviation is used frequently, it may be replaced by an acronym or abbreviation that is explained when it first occurs. For example, relative centrifugal force (RCF).

3.10 Numerals

3.10.1 Spell out single-digit numbers (one through nine), with the following exceptions:

- 3.10.1.1** Use numerals when the quantity is partly fractional, e.g., 1.15, 1- $\frac{1}{2}$.
- 3.10.1.2** Use numerals when the number is followed by a unit symbol, e.g., 1 m, 9 %, 3 ppm. In the proposed standard text, units shall be spelled out, so the numbers one through nine associated with the units would be spelled out also (e.g., one meter, nine percent, three parts per million).
- 3.10.1.3** Use numerals to identify equations and tables (e.g., Equation 2, Table 5).
- 3.10.1.4** In sentences containing multiple numbers, if some numbers shall be numerals, use numerals for all (e.g., 2 tests and 16 weighings).

3.10.2 Use numerals for multiple-digit numbers (10 and above), with the following exceptions:

- 3.10.2.1** Do not begin a sentence with a numeral. When the numeral is spelled out, also spell out the unit following (e.g., One gram is usually sufficient.)
- 3.10.2.2** Spell out round numbers that are used in an indefinite sense (e.g., a hundred feet or so).

3.10.3 When a number is used as an adjective, insert a hyphen between the number and the unit symbol (e.g., 100-mL volumetric flask, 1-L sample).

3.10.4 When writing decimal numbers of value less than one, place a zero before the decimal point (e.g., 0.45 g).

3.10.5 Do not separate numbers of four figures (1234) with a comma except in tables when they occur in a column containing numbers of more than four figures. Separate numbers of more than four figures, using commas with no spaces (e.g., 1,325,000).

3.10.6 In expressing ranges and ratios in text, use 1 to 10 or 1:10, not 1-10. A hyphen may be used for ranges in tables.